



CITY OF FLAGSTAFF TRANSACTION PRIVILEGE (SALES) TAX RETURN
PO BOX 22518 FLAGSTAFF, AZ 86002-2518

THIS RETURN IS DUE ON THE 20TH OF THE MONTH

CITY LICENSE NO.
REPORT PERIOD
DELINQUENT IF NOT RECEIVED BY:

Check box to have a form sent for a change of business location. ☐

Check box to have a form sent for a change of mailing address. ☐

Check box and sign at bottom to cancel your license. Reason: _____
Effective Date: _____ ☐

Check box if your business has been sold. Give name, address & phone number of new owner. _____ ☐

☐ Check Box if there is no income to report, and sign at bottom.

Business Description	Line	Bus. Class	Sfx	Column 1 Gross Income	Column 2 Less: Deductions	Column 3 = Taxable Income	Column 4 x Tax Rate %	Column 5 = Tax Amount	
	1								
	2								
	3								
	4								
	5	TOTAL FROM ADDITIONAL PAGES							
	6	SUBTOTAL (Add Column 5, Lines 1 Through 5)							
	7	ENTER EXCESS CITY TAX COLLECTED						Plus (+)	
	8	GRAND TOTAL						Equals (=)	
	9	PENALTY & INTEREST (see instructions)						Plus (+)	
	10	ENTER CREDIT BALANCE OR BALANCE DUE TO BE APPLIED						Minus (-) Plus (+)	
	11	ENTER NET AMOUNT DUE						Equals (=)	
	12	ENTER TOTAL AMOUNT PAID							

Under penalties of perjury, I declare that I have examined this return and to the best of my knowledge and belief it is true, correct and complete.
Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Taxpayer's Signature

Date

Paid Preparer's Signature

Print Name

Phone #

Print Paid Preparer's Name

THIS RETURN MUST BE FILED EVEN IF YOU HAVE NO TAXES TO REPORT

Return original with remittance in envelope provided.

Please make check payable to CITY OF FLAGSTAFF and include city tax license number on your check

Please do not staple or tape payment to your return. DO NOT SEND CASH.

CITY OF FLAGSTAFF, ARIZONA

DUE DATE: The due date for the city privilege tax is the 20th of the month following the reporting period. A return is considered timely if received by the last business day of the month. A business day is any day except Saturday, Sunday or a legal city holiday.

POSTMARKS ARE NOT EVIDENCE OF TIMELY FILING.

- PENALTIES**
1. Late Filing/Failure to File - A penalty of 5% of the tax due will be assessed for each month, or fraction elapsing between the delinquency date of the return and the date on which it is filed. Filing your return on time, whether or not you pay the tax due, will avoid the late filing penalty.
 2. Failure to Pay - A penalty of 10% of the unpaid tax will be assessed if the tax is not paid timely.
 3. Total Penalty - Total penalties assessed will not exceed 25%.

INTEREST: Taxes received after the delinquency date will be assessed interest at a rate of 1% per month until paid.
The interest MAY NOT be abated by the Tax Collector.

- CHECK YOUR RETURN** Check the amounts recorded by type of income for each line item as follows.
- Itemized deductions equal the total deductions recorded.
 - Taxable income equals gross income less total deductions.
 - Tax due is equal to the amount obtained by applying the preprinted tax rate to the taxable income amount.
 - Total tax due equals tax due plus any excess tax collected.

FOR ASSISTANCE, CALL: City of Flagstaff (928) 779-7614

SCHEDULE A - DETAILS OF DEDUCTIONS: Enter below the deductions and exclusions you used in computing your city transaction privilege tax. You must keep a detailed record of all deductions and exclusions. Failure to maintain proper documentation and records required by city ordinance may result in their disallowance. A separate detail of city records and documentation must be maintained only when the income, deductions or exemptions are different from state requirements.

Please note: Not all deductions are available to all business classifications.

NOTE: The line numbers at the top of each column below correspond with the line numbers of the business descriptions listed on the front page.

		Bus. Class	Bus. Class	Bus. Class	Bus. Class
Deductions	Code	LINE 1	LINE 2	LINE 3	LINE 4
Total Tax Collected or Factored State, County & City	11				
Bad Debts Write-Offs	12				
Sales for Resale	3				
Service Labor	5				
Returns and Discounts	2				
Exempt Institutes	13				
Gasoline Sales	16				
Federal Government Sales By Retailer 50% exempt, by Repairer or Manufacturer 100% exempt	4				
Out of City Sales	9				
Out of State Sales	10				
Land Deduction-Fair Market Value	8				
Std 35% Contractors Deduction	6				
Subcontracting	7				
Exempt Food Sales	1				
Prescribed Drugs	18				
Prosthetics	17				
Delivery Charge/Freight Out	14				
National Advertising	15				
Transient Lodging (29 days or less)	20				
Other (explain) _____	19				
Other (explain) _____	19				
Total Deductions →					